

# BETHEL PARKS & RECREATION

1 SCHOOL STREET BETHEL CT 06801

Phone: 203-794-8531 Fax: 778-7519

## APPLICATION FOR COMMUNITY USE OF PARKS & RECREATION MUNICIPAL CENTER FACILITIES

*To be submitted to Parks & Recreation Director*

Name of Organization: \_\_\_\_\_

Individual Submitting Request: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose of Use: (check one)

Meeting: \_\_\_\_\_ Game: \_\_\_\_\_ Tournament: \_\_\_\_\_ Car Wash: \_\_\_\_\_ Fair: \_\_\_\_\_

CPR Class: \_\_\_\_\_ Practice: \_\_\_\_\_ Special Event: \_\_\_\_\_ Other: \_\_\_\_\_

Event name: \_\_\_\_\_

Is activity open to general public?

\_\_\_\_\_ yes \_\_\_\_\_ no

Is an admission being charged?

\_\_\_\_\_ yes \_\_\_\_\_ no

Date Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Rental Time: (including set up) \_\_\_\_\_ to (including cleanup): \_\_\_\_\_

Activity Room		Whole Gym		Senior Center Cafe		Front Lawn	
G. P. Room		Front ½ Gym		Senior Center Kitchen		Gazebo	
Stage		Back ½ Gym		Back Parking Lot		**Car Wash Area	

Utilities Required: Electricity: \_\_\_\_\_ Other: (please specify) \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

**\*\* Policies and Regulations for CAR WASH: You are responsible for your own supplies. Only use Biodegradable soap. All garbage must be removed and the area left in tidy condition.**

### SCHEDULE OF EVENTS MUST BE RECEIVED BEFORE APPROVAL OF APPLICATION

#### CERTIFICATE OF LIABILITY INSURANCE

Required: Yes \_\_\_\_\_ No \_\_\_\_\_

*I /we have read the policies and regulations promulgated by Bethel Parks and Recreation regarding the community use of the Parks and Recreation facilities and, as duly authorized agent for this organization, I/we agree to abide by them.*

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Signature of Applicant*

Schedule of Events Received \_\_\_\_\_yes \_\_\_\_\_no

Certificate of Liability Insurance Received \_\_\_\_\_yes \_\_\_\_\_no

Rental Fee: \_\_\_\_\_ Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

*Facility available on above date* \_\_\_\_\_yes \_\_\_\_\_no

*Permission to use equipment* \_\_\_\_\_yes \_\_\_\_\_no

*Police required for activity* \_\_\_\_\_yes \_\_\_\_\_no

*Space has been reserved* \_\_\_\_\_yes \_\_\_\_\_no

Application : APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ Fee waived: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Park & Rec. Director*

# BETHEL PARKS & RECREATION RULES/REGULATIONS

## For use of: Municipal Center Gym, G.P. Room, Activity Room and Senior Center Cafeteria

1. Request must be made at least two weeks prior to Activity. Yearly applications will only be accepted for September-June. You must make a new application if you require Summer meetings.
2. The hours you put down for start and end time MUST be adhered too. For every ½ hour over your organization will be charged \$15.00 (this includes non-profits). If you need to change the time on your form you MUST inform the office a minimum of 1 week in advance. With less than 1 weeks notice, you will be charged \$15.00 for every ½ hour over your original time.  
Please understand that this policy is in place as staff is scheduled for the office.
3. **Must provide a Certificate of Liability Insurance in an amount of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate providing bodily injury and property damage coverage naming the Town of Bethel as an additional insured and hold harmless the Town of Bethel, the Parks and Recreation Department and the Parks & Recreation Commission from liability, property damage arising out of your use of the Town's facilities.**
4. Sponsor activities must have 50% of participants be Bethel residents.
5. No Alcoholic beverages.
6. A \$25.00 per hour fee will be charged for use of building plus an additional \$200.00 security deposit. Bethel non-profits will not be charged a fee.
7. Sponsors are directly responsible for the building and will be charged for any damage that occurs during the event.
8. Some usage will require police officers in attendance. Please contact the Police Department to make arrangements.
9. Participants must **wear sneakers** in the gym areas. **The Gym wall and bleachers may only be open/closed by Parks and Recreation staff.**
9. General Purpose Room: **Please return all chairs to the chair rack.**  
Return all other chairs to the rooms you took them from, DO NOT PLACE ON CHAIR RACK.
10. Groups will confine themselves to the area designated for their use only. Children are not allowed in the building without supervision. All other areas of the building are strictly off limits. This includes closets within the rooms you are using.
11. All areas must be cleaned and left the way they were found. If you require cleaning equipment please ask the Park and Rec. staff.